



City of Austin

Communications and Public Information Office

301 W. Second St., Austin, TX 78701

MEMORANDUM

TO: November 2014 City Council and Mayoral Candidates

FROM: Doug Matthews, Chief Communications Director

RE: Requests for Public Information

DATE: May 5, 2014

Austin City Council and Mayoral candidates for the 2014 General City Election may submit questions or requests for public information pertaining to the City of Austin to the Communications and Public Information Office for coordination of responses.

City staff will provide an initial response to Public Information Requests within 10 working days from the date received by the City. Depending on the complexity, breadth or potential cost of providing a response, final disposition of a Public Information Request may extend beyond the initial 10 working days. In such cases, the requestor will be notified and provided the appropriate estimates of time and cost. Please direct your requests to:

Communications and Public Information Office
Attn.: Chris Florance, Interim Media Relations Manager
301 W. Second St.
Austin, Texas 78701
(512) 974-7988
Email: public.information@austintexas.gov

Responsive public information compiled by staff will be made available to all Council candidates, and published on the City of Austin website at www.austintexas.gov. Copies will be made available to all candidates via the Communications and Public Information Office at Austin City Hall, 301 W. Second St., Third Floor.

Please provide a phone number, email address and mailing address when submitting a request so that responsive information is provided to you as quickly as possible.

Thank you.